Approved For Release 2000/05/23 : CIA-RDP67-00896R000100190012-1

B

D R A F T

Appendix B

Suggested Terms of Reference for Minicard Operations ~~Committee~~ Staff

1. Mission

To plan and ~~supervise~~ direct the Pilot Minicard System operation for the development of policies and procedures required for the establishment of ~~the~~ a complete processing system using Minicard Equipment for the receipt, dissemination, recording, indexing and retrieval of intelligence documents to supplant the present Intellofax System.

2. Functions

a. Determine specific requirements to begin initial phase and subsequent phases of the Pilot operation.

b. Establish target dates for each phase.

c. Submit monthly progress reports to AD/CR.

d. Arrange for necessary personnel.

e. Determine general requirements for specific files, extent of indexing, and for servicing requesters. These general requirements should be coordinated with user offices and be approved by AD/CR.

f. Investigate new ideas of document indexing and retrieval which may utilize the full potential of the Minicard Method.

g. Write standard operating procedures for all phases of the Minicard System, including receipt, selection, dissemination, indexing, processing, searching and retrieval.

Approved For Release 2000/05/23 : CIA-RDP67-00896R000100190012-1

Approved For Release 2000/05/23 : CIA-RDP67-00896R000100190012-1

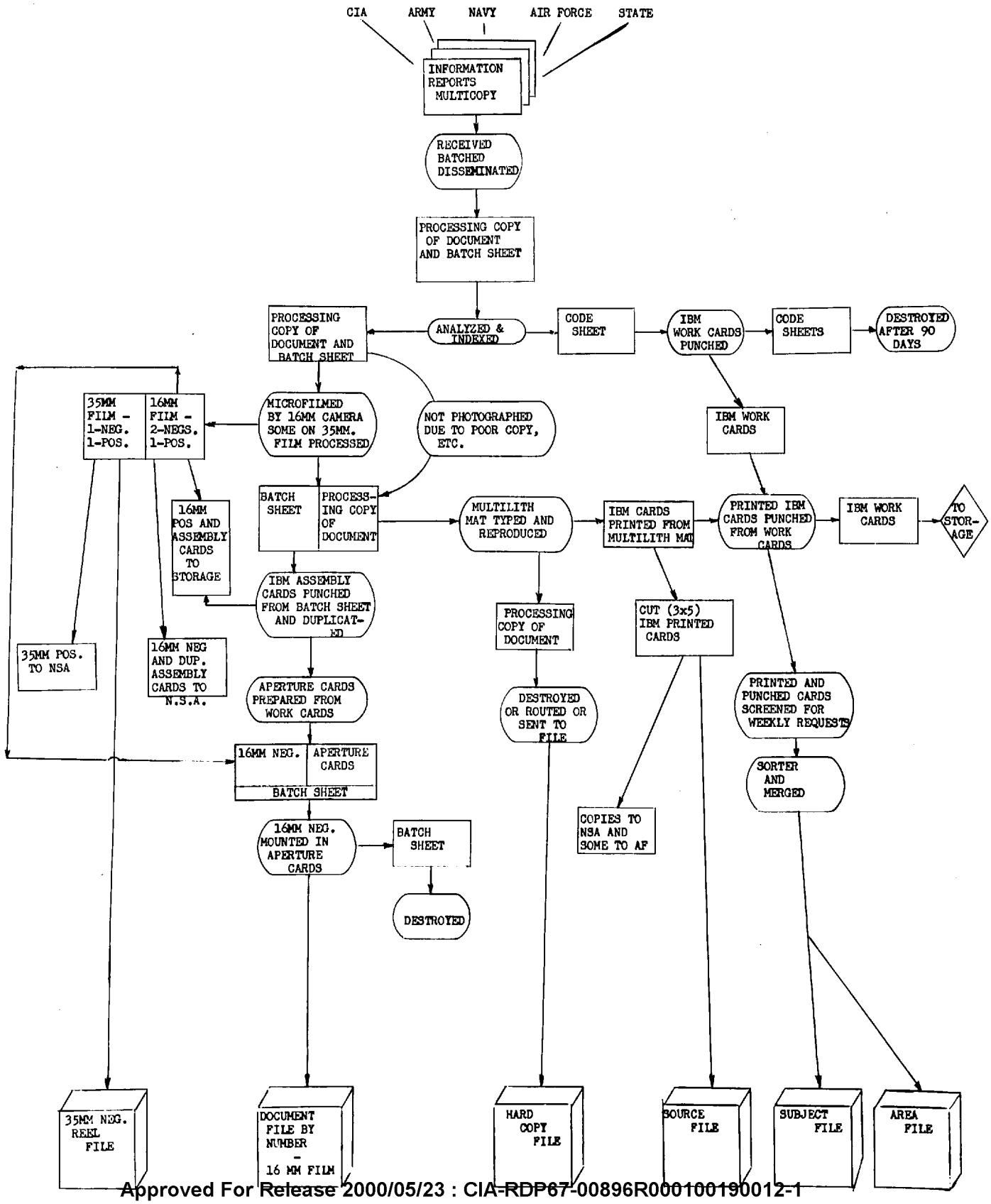
h. Develop specific programs for training OCR personnel in the Minicard System so that the Intellofax System can be phased out without interruption in OCR services.

i. Coordinate operation with Air Force (AFCIN-1B) so as to prevent any needless duplication in processing each other's documents.

j. Determine whether the Minicard System can be adapted for use by the OCR specialized registers (IR, BR, GR, SR).

Approved For Release 2000/05/23 : CIA-RDP67-00896R000100190012-1

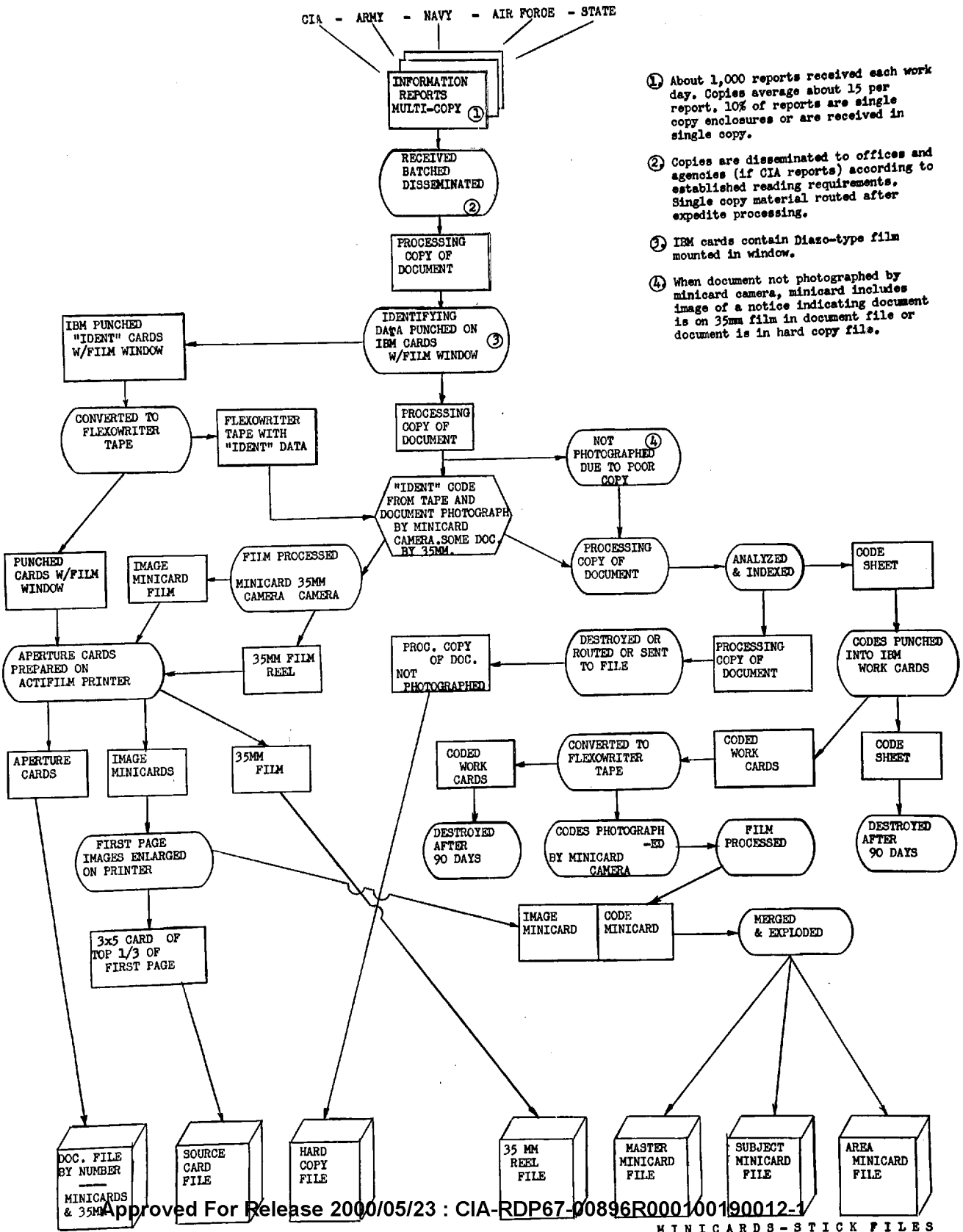
Approved For Release 2000/05/23 : CIA-RDP67-00896R000100190012-1


CIA
ARMY
NAVY
AIR FORCE
STATE
INFORMATION REPORTS MULTICOPY
RECEIVED BATCHED DISSEMINATED
PROCESSING COPY OF DOCUMENT AND BATCH SHEET
ANALYZED & INDEXED
CODE SHEET
IBM WORK CARDS PUNCHED
CODE SHEETS
DESTROYED AFTER 90 DAYS
PROCESSING COPY OF DOCUMENT AND BATCH SHEET
35MM FILM - 1-NEG. 1-POS.
16MM FILM - 2-NEGS. 1-POS.
MICROFILMED BY 16MM CAMERA SOME ON 35MM. FILM PROCESSED
NOT PHOTOGRAPHED DUE TO POOR COPY, ETC.
IBM WORK CARDS
BATCH SHEET
PROCESSING COPY OF DOCUMENT
MULTILITH MAT TYPED AND REPRODUCED
IBM CARDS PRINTED FROM MULTILITH MAT
PRINTED IBM CARDS PUNCHED FROM WORK CARDS
IBM WORK CARDS
TO STORAGE
16MM POS AND ASSEMBLY CARDS TO STORAGE
IBM ASSEMBLY CARDS PUNCHED FROM BATCH SHEET AND DUPLICATED
35MM POS. TO NSA
16MM NEG AND DUP. ASSEMBLY CARDS TO N.S.A.
PROCESSING COPY OF DOCUMENT
CUT (3x5) IBM PRINTED CARDS
APERTURE CARDS PREPARED FROM WORK CARDS
DESTROYED OR ROUTED OR SENT TO FILE
PRINTED AND PUNCHED CARDS SCREENED FOR WEEKLY REQUESTS
16MM NEG. APERTURE CARDS BATCH SHEET
SORTER AND MERGED
16MM NEG. MOUNTED IN APERTURE CARDS
BATCH SHEET
COPIES TO NSA AND SOME TO AF
DESTROYED
35MM NEG. REEL FILE
DOCUMENT FILE BY NUMBER - 16 MM FILM
HARD COPY FILE
SOURCE FILE
SUBJECT FILE
AREA FILE
-- -- MANUAL FILES -- -- -- -- --
- IBM CARD FILES -

Approved For Release 2000/05/23 : CIA-RDP67-00896R000100190012-1

Approved For Release 2000/05/23 : CIA-RDP67-00896R000100190012-1

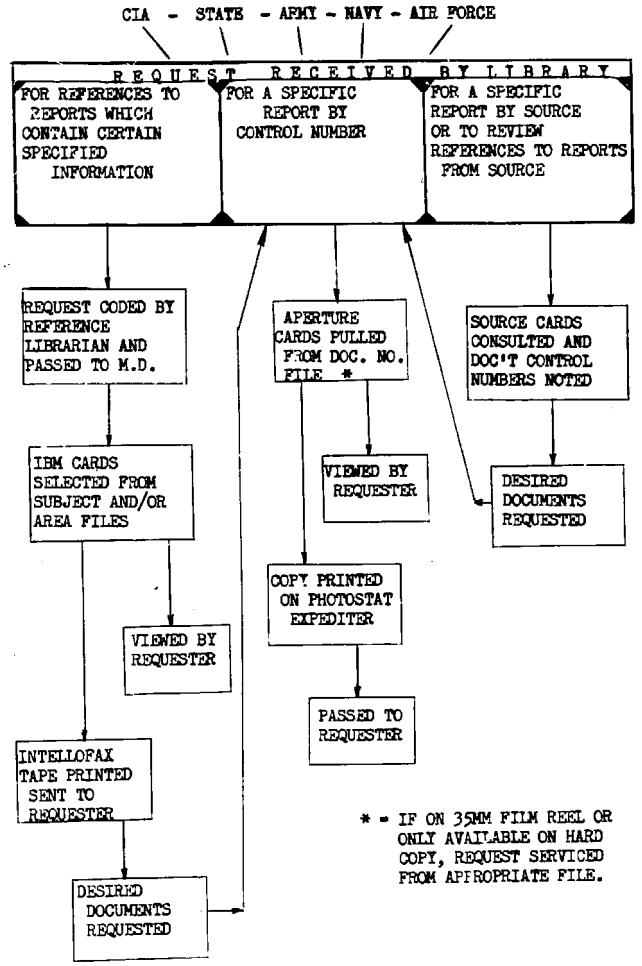
MINICARD SYSTEM INPUT


CIA - ARMY - NAVY - AIR FORCE - STATE
INFORMATION REPORTS MULTI-COPY (1)
RECEIVED BATCHED DISSEMINATED (2)
PROCESSING COPY OF DOCUMENT
IDENTIFYING DATA PUNCHED ON IBM CARDS W/FILM WINDOW (3)
IBM PUNCHED "IDENT" CARDS W/FILM WINDOW
CONVERTED TO FLEXOWRITER TAPE
FLEXOWRITER TAPE WITH "IDENT" DATA
PROCESSING COPY OF DOCUMENT
NOT PHOTOGRAPHED (4) DUE TO POOR COPY
"IDENT" CODE FROM TAPE AND DOCUMENT PHOTOGRAPH BY MINICARD CAMERA. SOME DOC. BY 35MM.
PUNCHED CARDS W/FILM WINDOW
IMAGE MINICARD FILM
FILM PROCESSED MINICARD CAMERA 35MM CAMERA
PROCESSING COPY OF DOCUMENT
ANALYZED & INDEXED
CODE SHEET
APERTURE CARDS PREPARED ON ACTIFILM PRINTER
35MM FILM REEL
PROC. COPY OF DOC. NOT PHOTOGRAPHED
DESTROYED OR ROUTED OR SENT TO FILE
PROCESSING COPY OF DOCUMENT
CODES PUNCHED INTO IBM WORK CARDS
APERTURE CARDS
IMAGE MINICARDS
35MM FILM
CODED WORK CARDS
CONVERTED TO FLEXOWRITER TAPE
CODED WORK CARDS
CODE SHEET
DESTROYED AFTER 90 DAYS
CODES PHOTOGRAPH -ED BY MINICARD CAMERA
FILM PROCESSED
DESTROYED AFTER 90 DAYS
FIRST PAGE IMAGES ENLARGED ON PRINTER
IMAGE MINICARD
CODE MINICARD
MERGED & EXPLODED
3x5 CARD OF TOP 1/3 OF FIRST PAGE
DOC. FILE BY NUMBER — MINICARDS & 35MM
SOURCE CARD FILE
HARD COPY FILE
35 MM REEL FILE
MASTER MINICARD FILE
SUBJECT MINICARD FILE
AREA MINICARD FILE
MANUAL - FILES
MINICARDS-STICK FILES

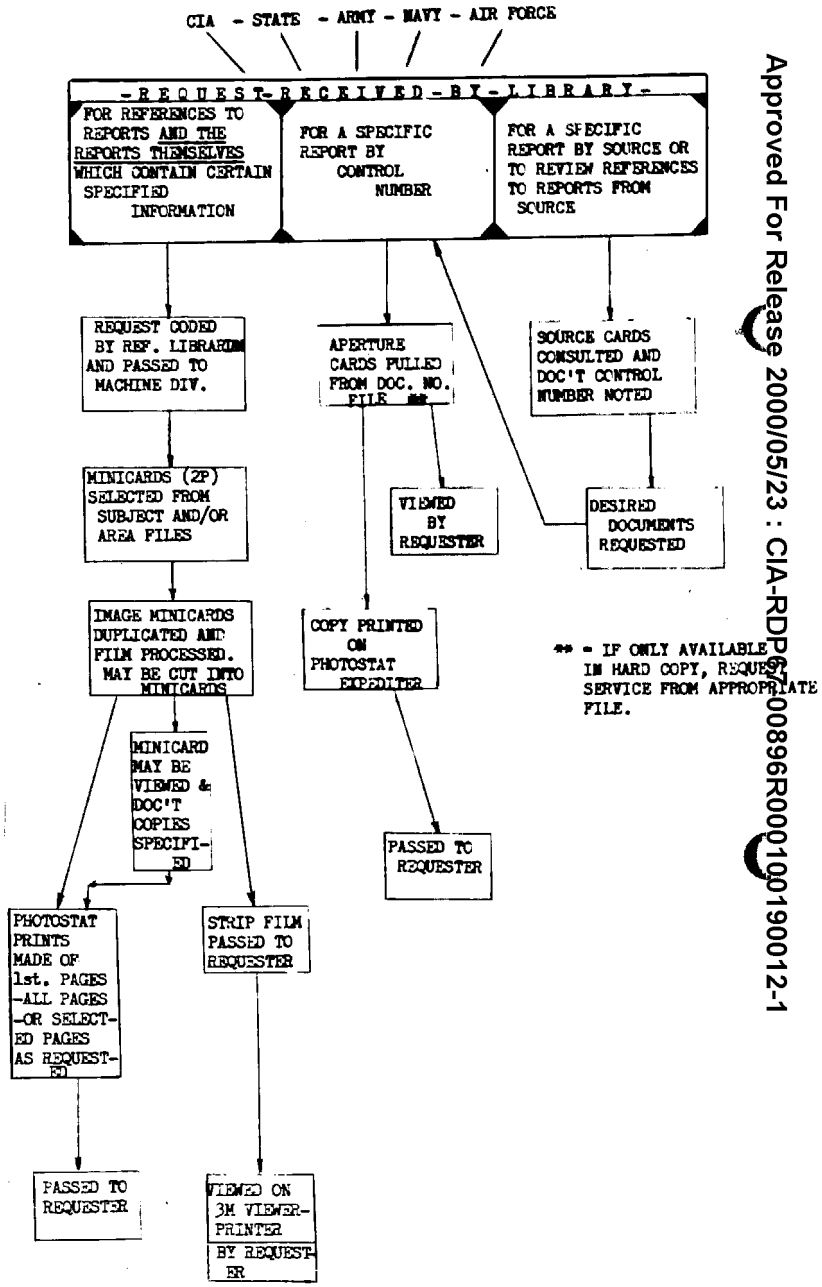
1. About 1,000 reports received each work day. Copies average about 15 per report. 10% of reports are single copy enclosures or are received in single copy.
2. Copies are disseminated to offices and agencies (if CIA reports) according to established reading requirements. Single copy material routed after expedite processing.
3. IBM cards contain Diazo-type film mounted in window.
4. When document not photographed by minicard camera, minicard includes image of a notice indicating document is on 35mm film in document file or document is in hard copy file.

Approved For Release 2000/05/23 : CIA-RDP67-00896R000100190012-1

INTELLOFAX SYSTEM - RETRIEVAL


CIA - STATE - ARMY - NAVY - AIR FORCE
REQUEST RECEIVED BY LIBRARY
FOR REFERENCES TO REPORTS WHICH CONTAIN CERTAIN SPECIFIED INFORMATION
FOR A SPECIFIC REPORT BY CONTROL NUMBER
FOR A SPECIFIC REPORT BY SOURCE OR TO REVIEW REFERENCES TO REPORTS FROM SOURCE
REQUEST CODED BY REFERENCE LIBRARIAN AND PASSED TO M.D.
IBM CARDS SELECTED FROM SUBJECT AND/OR AREA FILES
VIEWED BY REQUESTER
INTELLOFAX TAPE PRINTED SENT TO REQUESTER
DESIRED DOCUMENTS REQUESTED
APERTURE CARDS PULLED FROM DOC. NO. FILE *
VIEWED BY REQUESTER
COPY PRINTED ON PHOTOSTAT EXPEDITER
PASSED TO REQUESTER
SOURCE CARDS CONSULTED AND DOC'T CONTROL NUMBERS NOTED
DESIRED DOCUMENTS REQUESTED
* = IF ON 35MM FILM REEL OR ONLY AVAILABLE ON HARD COPY, REQUEST SERVICED FROM APPROPRIATE FILE.

MINICARD SYSTEM - RETRIEVAL


CIA - STATE - ARMY - NAVY - AIR FORCE
REQUEST RECEIVED BY LIBRARY
FOR REFERENCES TO REPORTS AND THE REPORTS THEMSELVES WHICH CONTAIN CERTAIN SPECIFIED INFORMATION
FOR A SPECIFIC REPORT BY CONTROL NUMBER
FOR A SPECIFIC REPORT BY SOURCE OR TO REVIEW REFERENCES TO REPORTS FROM SOURCE
REQUEST CODED BY REF. LIBRARIAN AND PASSED TO MACHINE DIV.
MINICARDS (2P) SELECTED FROM SUBJECT AND/OR AREA FILES
IMAGE MINICARDS DUPLICATED AND FILM PROCESSED. MAY BE CUT INTO MINICARDS
MINICARD MAY BE VIEWED & DOC'T COPIES SPECIFIED
PHOTOSTAT PRINTS MADE OF 1st. PAGES -ALL PAGES -OR SELECTED PAGES AS REQUESTED
PASSED TO REQUESTER
STRIP FILM PASSED TO REQUESTER
VIEWED ON 3M VIEWER-PRINTER BY REQUESTER
APERTURE CARDS PULLED FROM DOC. NO. FILE **
VIEWED BY REQUESTER
COPY PRINTED ON PHOTOSTAT EXPEDITER
PASSED TO REQUESTER
SOURCE CARDS CONSULTED AND DOC'T CONTROL NUMBER NOTED
DESIRED DOCUMENTS REQUESTED
** = IF ONLY AVAILABLE IN HARD COPY, REQUEST SERVICE FROM APPROPRIATE FILE.

Approved For Release 2000/05/23 : CIA-RDP67-00896R000100190012-1

Approved For Release 2000/05/23 : CIA-RDP67-00896R000100190012-1

Approved For Release 2000/05/23 : CIA-RDP67-00896R000100190012-1

D-1

ESTIMATE OF PERSONNEL AND EQUIPMENT COST FOR INTELLOFAX SYSTEM PER YEAR (vs. INTELLIFAX SYSTEM Machine)

OPERATION	PERSONNEL Number & Grade	PERSONNEL Cost	EQUIPMENT Type	EQUIPMENT Annual Rental	EQUIPMENT 1/10 of Orig Cost	TOTAL Cost of Pers. & Equipment	
			— INPUT —				
1. Document Received & Disseminated		*(200,110.)					*(200,110.)
Analyze Info Report & Prepare Code Sheet		*(153,800.)					*(153,800.)
3. A. Type Multilith Master	1 GS-6 6 GS-5 9 GS-4	56,835.	IBM-Elec.		765.	57,600.	
B. Off Set Print Multilth Master (Repro.)	3 LB 9	12,300.	3 Off Set Press		1,050.	13,350.	70,950.
4. Filming of Information Report	1 GS-6 1 GS-5 5 GS-4	25,270.	4 Model E Cameras		936.		26,206.
5. Aperture Preparation							
A. Key Punch from Batch Sheet	2/5 GS-4	1,366		460.		1,826.	
B. Verify Punch from Batch Sheet	1/5 GS-4	683.		600.		1,283.	
C. Machine Prepare & Assemble Aperture	2/3 GS-5	2,446.	½ Collator & Repro., 1/3 Sorter	2,157.		4,603.	
D. Process, Inspect, Film & Make Dup. Copy	1 GS-6 1 GS-5 1 GS-4	11,165.	4 Film Processor Misc. Equip.		1,810.	12,975.	
E. Mounting of Film into Aperture	1 GS-5 2 GS-4	10,500.	Mounting Mach. & Viewers		897.	11,397.	32,084
6. Intellofax Card Process							
A. Hand assemble Intellofax Cards	1 2/5 GS-4	5,464.				5,464.	
B. Punch & verify Intellofax cards	5 GS-4	17,075		2,640.		19,715.	
C. Machine Process Intellofax cards	3/4 GS-5	2,752.		2,298.		5,050.	
D. Process Accession into File	3 GS-5	7,010.	Sorter, Inter., 4 Collators	8,406.		15,416.	45,645.
			RETRIEVAL				
File Maintenance & Request Service							
7. Reference Librarian (Code Request)		*(11,000.)					*(11,000.)
8. A. Service Standing Weekly Request	¼ GS-5	918.	Stat Mach & Sorter	720.		1,638.	
B. Control Section Rec. & Translate Request to Machine Language, Edit Request	5 3/5 GS-5	15,709.	IBM Typewriter		260.	15,969.	
C. Machine Process Request	4 GS-5	14,680.	2 Stat. Mach. 2 Sorters	8,352.		23,032.	40,639
9. Intellofax Tape Preparation	1 GS-9	5,440.	Fax Machine		20,000.		25,440.
10. Aperture File Maintenance & Request Service	1 GS-6 4 GS-5 2 GS-4	25,590.	10 Viewers 3 Photostats		2,474.		28,064.
11. Maintenance of Source File	1 GS-5 2 GS-4	*(10,500.)					*(10,500.)
MISCELLANEOUS COST							
12. Equipment Maintenance	3 GS-9	16,320.			751.		17,071
GRAND TOTAL	X	231,523	X	25,633	28,943	X	286,099

* Omitted from totals - assume same operation under each system.

Approved For Release 2000/05/23 : CIA-RDP67-00896R000100190012-1

Approved For Release 2000/05/23 : CIA-RDP67-00896R000100190012-1

S-E-C-R-E-T

D-2

[redacted] PERSONNEL AND EQUIPMENT COST FOR MACHINE PER YEAR FOR MINICARD SYSTEM

INPUT

OPERATION	PERSONNEL Number and Grade	PERSONNEL Cost	EQUIPMENT Type	EQUIPMENT Annual Rental	EQUIPMENT 1/10 of Orig Cost	TOTAL Cost of Pers. & Equipment	
INPUT							
1. Document Received & Disseminated		*(200,110.)					*(200,110.)
2. Analyze Information Report & prepare code sheet.		*(153,800.)					*(153,800.)
4. A. Key Punch identification information.	½ GS-5	1,835.	Key Punch(1)	462.		2,297.	
B. Verify identification information	½ GS-5	1,835.	Verify(1)	594.		2,429.	
C. Card to tape conversion(Image fix field)	1/8 GS-6	510.	Card to Tape Converter	58.	44.	612.	
D. Filming of information report	4 GS-5	14,680.	Minicard Camera		7,550.	22,230.	27,568.
5. A. Key Punch Coded Data	3 GS-5	11,010.	Key Punch	1,386.		12,396	~~12,396.~~
B. Verify Coded Data	2 GS-5	7,340.	Verify	1,188.		8,528	~~8,528.~~
C. Preparation of aperture & Coded Work Sheet	1 GS-7 3 GS-5	15,535.	1 Repro. ½ Sorter 1/3 Collator	990. 660. 478.		17,663	~~17,663.~~
D. Card to tape conversion (Coded data)	7/8 GS-6	3,570.	Card to tape Converter	1,328	1,006.	5,904.	
E. Exposure Coded Data & 35 mm Image	1 GS-6 3 GS-5	10% Night Dif. 16,599.	1 35 mm Camera		184.	16,783.	
F. Film Processing of Image & Code Minicard							
1. Process Film	1 GS-5	3,670.	Film Processor		1,347.	5,017.	
2. Condition Film(wax)			Film Conditioner		200.	200.	
3. Inspect Film, Make Gamma & Density Reading	1 GS-7	4,525.	Inspection Viewer & Densitometor		50.	4,575.	
4. Cut Film			Film Cutter		299.	299.	
5. Duplicate Film & Prepare question tape.	1 GS-5	3,670.	Flexowriter Duplicator		7,824.	11,494.	
6. Mask Printer			Mask Printer		150.	150.	
7. Mounting of film into Aperture	2 GS-5	7,340.	Mounting Mach.		540.	7,880.	90,889.
8. Prepare Source Card		Cost incl. in Step 9	Print Processor				
11. Maintenance of Source File		*(10,500.)					*(10,500.)
RETRIEVAL							
[redacted] File Maintenance & Request Service							
Merge Code & Image Card		Cost Incl. in Step 8.					
Sort by Subject Code		Cost incl. in Step 8.					
7. Code Request by Ref. Librarian.		*(11,000.)					*(11,000.)
8. A. Prepare question tape for Selector			Flexowriter		735.	735.	
B. Program Selector & Search File	1 GS-7 2 GS-5	11,865.	Selector		8,090.	19,955.	
C. Sort Selected Cards According to Request	1 GS-5	3,670.	Sorter		6,003.	9,673.	
D. Edit Request (Control Section)	1 GS-7 2 GS-5	11,865.				11,865.	41,228
9. Enlarge & Print Selected Cards.	1 GS-5	3,670.	Print Processor		2,082.	~~5,752.~~	5,752
10. Maintain Request (Aperture File)	3 GS-5	11,010	18 Viewers 2 Photostat		3,560.	~~14,570.~~	14,570
MISC. COST							
12. A. Misc. Equipment					400.	400.	
B. Maintenance of Equip. (CIA)	1 GS-12 1 GS-11 1 GS-9	19,400.			1,000.	20,400.	
C. Eastman Kodak Maintenance (1 yr)					9,600.	9,600	30,000
GRAND TOTAL		153,599.		7,144.	50,664.		211,407.

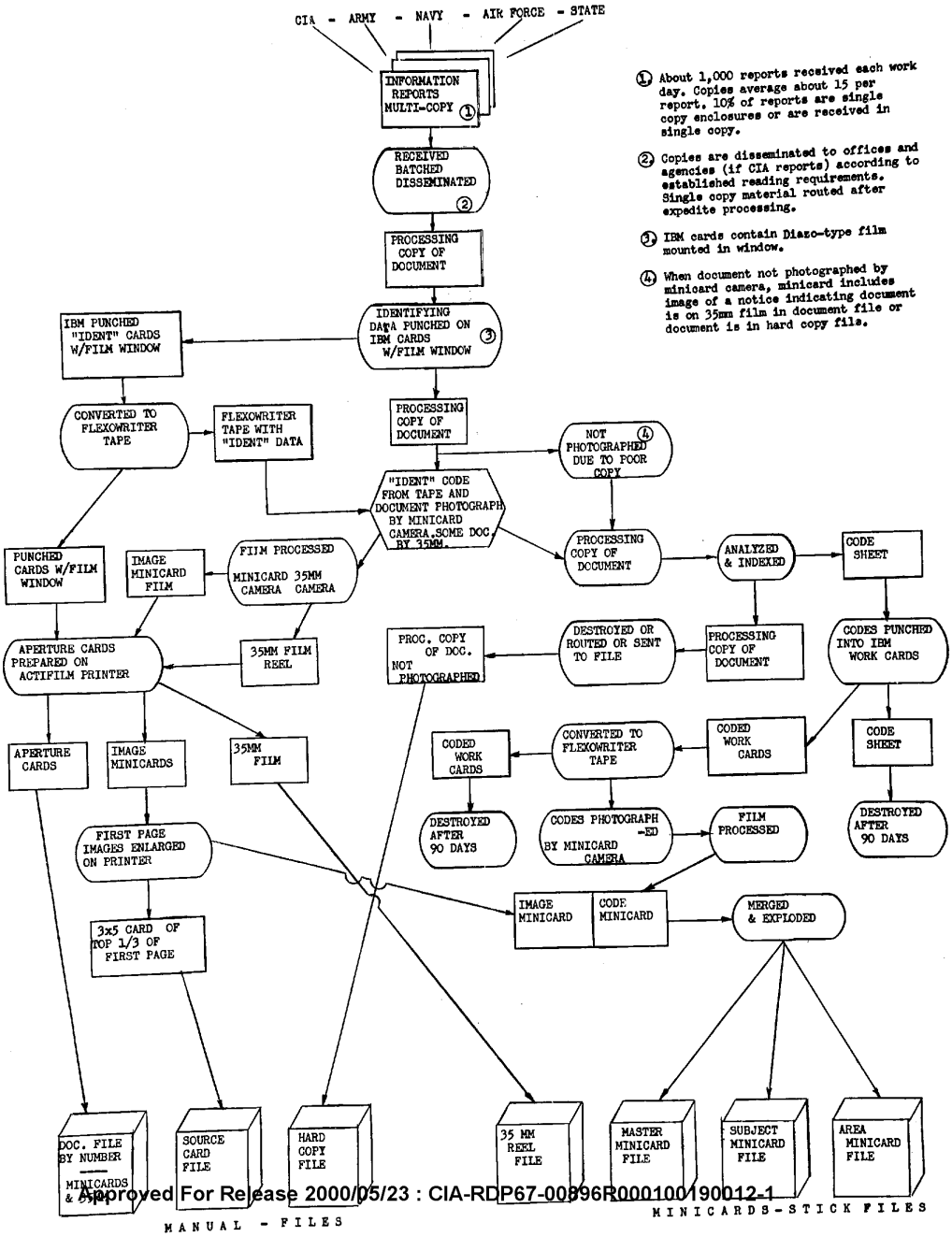
* Omitted from totals - assume same operation under each system.

S-E-C-R-E-T

Approved For Release 2000/05/23 : CIA-RDP67-00896R000100190012-1

Approved For Release 2000/05/23 : CIA-RDP67-00896R000100190012-1

MINICARD SYSTEM INPUT


CIA - ARMY - NAVY - AIR FORCE - STATE
INFORMATION REPORTS MULTI-COPY (1)
RECEIVED BATCHED DISSEMINATED (2)
PROCESSING COPY OF DOCUMENT
IDENTIFYING DATA PUNCHED ON IBM CARDS W/FILM WINDOW (3)
IBM PUNCHED "IDENT" CARDS W/FILM WINDOW
CONVERTED TO FLEXOWRITER TAPE
FLEXOWRITER TAPE WITH "IDENT" DATA
PROCESSING COPY OF DOCUMENT
NOT PHOTOGRAPHED DUE TO POOR COPY (4)
"IDENT" CODE FROM TAPE AND DOCUMENT PHOTOGRAPH BY MINICARD CAMERA,SOME DOC. BY 35MM.
PUNCHED CARDS W/FILM WINDOW
IMAGE MINICARD FILM
FILM PROCESSED MINICARD 35MM CAMERA CAMERA
PROCESSING COPY OF DOCUMENT
ANALYZED & INDEXED
CODE SHEET
APERTURE CARDS PREPARED ON ACTIFILM PRINTER
35MM FILM REEL
PROC. COPY OF DOC. NOT PHOTOGRAPHED
DESTROYED OR ROUTED OR SENT TO FILE
PROCESSING COPY OF DOCUMENT
CODES PUNCHED INTO IBM WORK CARDS
APERTURE CARDS
IMAGE MINICARDS
35MM FILM
CODED WORK CARDS
CONVERTED TO FLEXOWRITER TAPE
CODED WORK CARDS
CODE SHEET
FIRST PAGE IMAGES ENLARGED ON PRINTER
DESTROYED AFTER 90 DAYS
CODES PHOTOGRAPH -ED BY MINICARD CAMERA
FILM PROCESSED
DESTROYED AFTER 90 DAYS
3x5 CARD OF TOP 1/3 OF FIRST PAGE
IMAGE MINICARD
CODE MINICARD
MERGED & EXPLODED
DOC. FILE BY NUMBER
MINICARDS & STICK
SOURCE CARD FILE
HARD COPY FILE
35 MM REEL FILE
MASTER MINICARD FILE
SUBJECT MINICARD FILE
AREA MINICARD FILE
MANUAL - FILES
MINICARDS - STICK FILES

1. About 1,000 reports received each work day. Copies average about 15 per report. 10% of reports are single copy enclosures or are received in single copy.
2. Copies are disseminated to offices and agencies (if CIA reports) according to established reading requirements. Single copy material routed after expedite processing.
3. IBM cards contain Diazo-type film mounted in window.
4. When document not photographed by minicard camera, minicard includes image of a notice indicating document image of a notice indicating document is on 35mm film in document file or document is in hard copy file.

Approved For Release 2000/05/23 : CIA-RDP67-00896R000100190012-1